

LANCASTER COUNTY BUDGET AND FISCAL OFFICER

NATURE OF WORK

This is highly responsible administrative and professional work directing and coordinating the budget and fiscal activities of the County.

Work involves coordinating the preparation and administration of the County budget; coordinating financial system data processing requirements; analyzing and interpreting the County's financial situation to insure the most economical and efficient use of all resources available; and recommending policies to carry out desired results. Considerable independent judgment and personal initiative in performing assigned duties is required. General supervision is received from the County Board of Commissioners with work being reviewed in the form of reports, conferences and effectiveness of results obtained. This is an unclassified position.

EXAMPLES OF WORK PERFORMED

Prepare budget instructions and procedures utilized by County departments; prepare and assemble documentation used by the County Board in reviewing departmental budget requests; prepare the County Board's proposed and adopted budget.

Assist departments requesting budgetary or fiscal services; review financial and accounting procedures, making recommendations for changes as necessary.

Reconcile fund balances utilized in determining amount of taxes required to fund County operations.

Assist with preparation of legislative fiscal notes.

Complete analysis of County's financial status, including revenue and expenditures; forecast County's financial positions; make recommendations concerning the level of allowable expenditures during forecast period.

Act as liaison between County Board and information systems personnel concerning the County's financial system; recommend changes relating to operational functions of the system.

Prepare a variety of financial reports as directed.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the methods and procedures of the public budgeting process and the principles of management and organization as they pertain to the budgeting process.

Extensive knowledge of modern research systems, organization, management and administrative analysis techniques.

Extensive knowledge of the principles, practices and methods of public finance.

Thorough knowledge of modern theory, principles, methods, and practices of accounting and auditing.

Knowledge of programs, organizations and services related to County operations.

Knowledge of computerized financial information systems.

Ability to exercise objective judgment in the analysis, interpretation and effective reporting of research findings.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with government officials, County Department Heads, coworkers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in business or public administration, public finance, accounting, economics or related field plus experience in public budgeting, administrative program analysis or finance accounting and fiscal operations.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business or public administration, public finance, accounting, economics or related field plus some experience in a public accounting or finance setting or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Personnel Director

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